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10 May 1957

TO : Chairman, Ad-Hoc Sub-Committee on Information Processing
FROM : Chairman, Working Group on Document Security Indications
SUBJECT: Final Report - Working Group on Document Security Indications

REFERENCE:

WCDSI Terms of Reference, 10 Oct 56, approved by AHIP, 22 Oct 56.

WORK GROUP ACTION:

Under provisions of above reference, a study of "Document Security Indications Marking Requirements of IAC Agencies" was undertaken by State, Army, Navy, Air and CIA Work Group members. This study, copy attached, is now complete.

RECOMMENDATIONS:

The Working Group on Document Security Indications recommends that:

1. Member agencies aspire to maximum consistency in the manner of marking defense information classifications on documents prepared and/or exchanged within the intelligence community by:
 - a. Insuring that classifications and control stamps, no matter how applied, be bold, conspicuous and noticeably different from the text.
 - b. Preferring red classification markings, except on printed matter when text and classifications are produced simultaneously.
 - c. Promoting the use of reproducible black offset stamp pad ink to affix classifications and control stamps to direct image offset masters.
 - d. Promoting the use of pre-printed classification stickers and plates to affix classifications and control stamps to ditto and direct image offset masters.
 - e. Permitting and encouraging the use, whenever economically feasible, of stencil templates or other labor saving methods or devices for marking mimeograph stencils to obtain an effect on the finished product similar to stamping.

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- f. Discouraging, as an unnecessary added expense, any initial printing of classifications or control stamps only on blank paper if this product may subsequently be used to provide run-off sheets on which classified and/or controlled information may be added by a second, separate and additional printing or duplicating operation.
 - g. Discontinue when feasible, the typing of classifications and control stamps.
 - h. Promoting, when consistent with security requirements, the use of labor saving methods, techniques and equipment for classifying and control stamping documents.
- 2. Any future deficiencies or inconsistencies in document security indications be handled through security channels on an individual basis when first noted. This should insure systematic reporting and prompt remedial action. It need not preclude further broad policy consideration by AHIP at some future date should events so warrant.
 - 3. AHIP dissolve the Working Group on Document Security Indications. Its work is finished. There is now no apparent need for its continued existence.

Attachment



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DOCUMENT SECURITY INDICATIONS
MARKING REQUIREMENTS OF IAC AGENCIES

DEGREE OF CONSPICUOUSNESS - SIZE

E. O. 10501	Not specified. Conspicuously mark or stamp.
CIA	Capital letters, noticably or conspicuously larger than print of text.
STATE	Mark, type or stamp. When stamped, letters shall be at least $\frac{1}{4}$ " high.
ARMY	Larger than normal lettering, conspicuously marked or stamped (<u>not typed</u> , see par. 68, AR 380-5).
NAVY	Same as CIA.
AIR FORCE	Conspicuous.
COMMENTS OR INCONSISTENCIES	Different interpretations applied to CONSPICUOUS. Is typing conspicuous? Army says no! Other agencies say yes in regulations, actually have some reservations. E.O. 10501 does not define. See INCONSISTENCIES under METHOD OF APPLICATION-TYPED.

DEGREE OF CONSPICUOUSNESS-PLACEMENT-GENERAL

E.O. 10501	Appropriately marked or stamped. On unbound documents such as letters, memoranda, reports, telegrams and similar documents, the pages of which are not permanently and securely fastened together, the top and bottom of each page will be marked in such manner that the marking will be clearly visible when the pages are clipped or stapled together.
CIA	Approximately $\frac{1}{4}$ " from top and bottom of each page. In practice, to meet certain important internal procedural needs, some reports carry classifications $1\frac{1}{4}$ " -2" below top of page and as much as 3" from bottom.
STATE	Top and bottom of each page, centered.
ARMY	Top and bottom of all pages which contain classified defense information (see par 68, AR 380-5)
NAVY	Well clear of edges to avoid covering in assembling or trimming.
AIR FORCE	Conspicuously marked or stamped at top and bottom of each page.
COMMENTS OR INCONSISTENCIES	CIA reports with classifications placed several inches from top and bottom of pages.

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DETERMINE THE CONSPICUOUSNESS-PLACEMENT-BOUND DOCUMENTS

E.O. 10501	Top and bottom, outside front and back covers, title, first and last pages. A bound document is a book or pamphlet, the pages of which are permanently and securely fastened together.
CIA	Minimum requirements - top and bottom, outside front and back covers, title, first and back pages. If there is any possibility of page separation, classify each page.
STATE	Minimum requirements - conspicuously mark or stamp, top and bottom, outside of front and back covers, title, first and back pages. Unless permanently bound, each page must be marked as above.
ARMY	Front and back covers, title, first and back pages. Any routing instructions or other papers of any size which wholly or partially conceal the cover, title, first or back pages will bear overall classification.
NAVY	Same as CIA <u>plus all printed pages</u> , title and index pages which contain classified information.
AIR FORCE	Conspicuously mark or stamp, top and bottom, outside of front and back covers, title, first and last pages. A permanently bound document is one sewed or side-stitched with a glued binding from which pages cannot be removed without damage or mutilation.
COMMENTS OR INCONSISTENCIES	Navy practices differ from other services in that they require stamping or marking <u>all</u> pages of bound documents.

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DEGREE OF CONSPICUOUSNESS-PLACEMENT-PHOTOGRAPHS,
FILMS, RECORDINGS AND THEIR CONTAINERS, SPECIAL EQUIPMENT AND BULK MATERIAL

E.O. 10501	Mark conspicuously and appropriately, if article or container cannot be marked, furnish written notification of classification to recipient of product or substances.
CIA	Mark conspicuously and appropriately.
STATE	<u>Negatives and slides</u> marked or stamped, when possible, top and bottom on front. <u>Roll film</u> , except microfilm, at beginning and end of roll. <u>Photographic prints</u> , top and bottom, front and back. If impossible due to size, classification may be on container only. <u>Containers</u> to be conspicuously marked on outside.
ARMY	<u>Photo negatives</u> to be marked with appropriate classification markings and kept in containers conspicuously marked. <u>Classified sound recordings</u> will be marked on readily observable portions, preferably at beginning and end, with appropriate classification markings; if stored in container, similar markings will be displayed on the container. When practicable, classification will be announced at beginning and end. <u>Motion picture films</u> will be marked at beginning and end of each roll and in each film title. They will be kept in containers bearing conspicuous classification markings (see par 72, AR 380-5).
NAVY	<u>Film recordings and roll films</u> will be marked at beginning and end of each roll, stamping, etching or attached plate. Containers to be marked the same.
AIR FORCE	Conspicuously marked. If possible, negatives will be marked in the same manner as charts and maps. <u>Aerial reconnaissance negatives</u> in roll form will be marked at the beginning and end of each roll. <u>Photos and reproductions</u> will be marked on front and back.
COMMENTS OR INCONSISTENCIES	State and Army are more cautious than the other IAC agencies. However, all achieve the same results, namely, MATERIALS ARE MARKED CONSPICUOUSLY AND APPROPRIATELY.

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DEGREE OF CONSPICUOUSNESS-PLACEMENT-CHARTS, MAPS AND DRAWINGS

E.O. 10501	Mark under the legend, title block or scale in such manner that classification will be reproduced on all copies made therefrom. Such classifications shall also be marked at top and bottom in each instance.
CIA	Mark under legend, title block or scale so as to reproduce on all copies. In addition, mark classification at top and bottom.
STATE	Same as CIA
ARMY	Carry defense classification under legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. Such classification also will be marked at top and bottom in each instance, and if document is rolled or folded, <u>on back in clearly visible place (see par 73, AR 380-5).</u>
NAVY	Same as CIA
AIR FORCE	Same as CIA
COMMENTS OR INCONSISTENCIES	All agencies agree. However, Army goes further than other IAC agencies in stating that if documents are rolled or folded, the appropriate classification will also be marked or stamped on the back where it will be clearly visible.

DEGREE OF CONSPICUOUSNESS-COLOR

E.O. 10501	Color is not specified.
CIA	Red or black.
STATE	Red only, when stamped.
ARMY	Not specified.
NAVY	Red when practicable.
AIR FORCE	Not specified in AFRs; however, usage has been red for stamping, while printed matter has been in the same color as the text, normally black.
COMMENTS OR INCONSISTENCIES	Slight variations among agencies. Trend is to use of red ink when convenient.

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DEGREE OF CONSPICUOUSNESS-TYPE OF INK

E.O. 10501	Not specified.
CIA	Not specified.
STATE	Not specified.
ARMY	Not specified.
NAVY	Not specified.
AIR FORCE	Not specified
COMMENTS OR INCONSISTENCIES	Tests made by CIA prove that black offset stamp pad ink can be used effectively to stamp classifications on direct image offset masters. Classifications then reproduce an intense black on the run-off copies.

DEGREE OF CONSPICUOUSNESS-OTHER

E.O. 10501	None
CIA	None
STATE	None
ARMY	None
NAVY	None
AIR FORCE	None
COMMENTS OR INCONSISTENCIES	Preprinted, sticky backed TOP SECRET classification plates which reproduce red inked ditto copies have been effectively used by CIA to increase the boldness of classifications on regular purple and black ditto masters. Preprinted revisor plates made of sticky backed direct image offset master stock have also been used by CIA and industry in systems applications to add, delete, or revise information on offset masters. Results were excellent.

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METHOD OF APPLICATION-STAMPED

E.O. 10501	Blanket approval to stamp TOP SECRET, SECRET, CONFIDENTIAL and UNCLASSIFIED.
CIA	Same as the E.O., but in addition to stamping, the classification may be stenciled or marked by use of a classification plate or other appropriate means, except manuscripts for photographic reproduction which will be marked in color suitable for such reproduction.
STATE	Blanket approval - all classifications.
ARMY	Same as CIA, except no provision is made for stenciling, etc.
NAVY	No mention of UNCLASSIFIED. "CONFIDENTIAL - modified handling" is authorized.
AIR FORCE	Same as CIA, except no provision is made for stenciling, etc.
COMMENTS OR INCONSISTENCIES	All agencies have blanket approval to stamp all classifications, CIA covers stenciling and use of classification plates. During World War II, Army used a metal die to hand die cut bold classifications on mimeograph stencils.

METHOD OF APPLICATION-PREPRINTED

E.O. 10501	Not covered.
CIA	Blanket approval to preprint TOP SECRET on blank paper for subsequent use as run-off sheets on which to print TOP SECRET data. Special approval required to preprint SECRET, CONFIDENTIAL AND UNCLASSIFIED.
STATE	Preprinting of paper with any classification authorized.
ARMY	Where appropriate, paper having pre-printed markings may be used (see par 70, AR 380-5).
NAVY	No mention. This is done in the case of routing slips. However in such instances the format of the routing slip is printed simultaneously. See METHOD OF APPLICATION - PRINTED.
AIR FORCE	Not covered in AFRs. Not used in AFOINs.
COMMENTS OR INCONSISTENCIES	State and Army authorize the preprinting of all classifications while CIA gives blanket approval to preprint TOP SECRET only. The preprinting of all other classifications require special approval. The other IAC agencies do not cover this subject. Use of preprinted paper adds an extra cost to the printing of classified documents because the paper is handled and run through the printing press twice. Once to apply the classification and again at a later date to print the text.

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METHOD OF APPLICATION-TYPED

E.O. 10501	Does not specifically mention typing. States "shall be conspicuously marked or stamped."
CIA	Same as E.O. 10501 -- Except that SECRET, CONFIDENTIAL, UNCLASSIFIED may be typed on stencils, ditto masters, duplimats, etc. in hyphenated capital letters. Examples: S-E-C-R-E-T, C-O-N-F-I-D-E-N-T-I-A-L, U-N-C-L-A-S-S-I-F-I-E-D.
STATE	All classifications, provided capitals are used and markings are underscored.
ARMY	Not authorized. Must be marked or stamped (<u>not typed</u> , see par 68, AR 380-5).
NAVY	No specifications, in practice, typed in caps and over stamps original and master.
AIR FORCE	Same as CIA except hyphenation is not required.
COMMENTS OR INCONSISTENCIES	CIA requires hyphenated capital letters; <u>State</u> requires capitals and underscoring; <u>Army</u> prohibits typing; <u>Navy</u> types in capitals, then over stamps both original and master; <u>Air Force</u> requirements are the same as CIA's except hyphenation is not specified. E.O. 10501 does not specifically cover typing. All of these variations are based on each agency's interpretation of " <u>marked conspicuously</u> " in relation to the costs of other methods.

METHOD OF APPLICATION-HAND WRITTEN

E.O. 10501	Not specified. Implied in use of the term " <u>marked or stamped</u> ."
CIA	Same as the E.O.
STATE	Same as the E.O.
ARMY	Same as the E.O.
NAVY	Same as the E.O.
AIR FORCE	Same as the E.O.
COMMENTS OR INCONSISTENCIES	All agencies are in line on this method.

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METHOD OF APPLICATION-PRINTED

E.O. 10501 Not spelled out. Implied permission.

CIA Blanket approval to print TOP SECRET, SECRET, CONFIDENTIAL, and UNCLASSIFIED as part of basic document while simultaneously printing the text.

STATE Implied authorization for all classifications.

ARMY Same as CIA. On documents reproduced by letter press, block letter typeset may be used for printing the classification markings (see par 70c, AR 380-5).

NAVY No mention. Classification are printed on routing slips. However in such instances the format of the routing slip is printed simultaneously.

AIR FORCE Same as CIA. However the text and the classification must be the same color; multi-color printing is too expensive.

COMMENTS OR INCONSISTENCIES All agencies are in line on this method.

METHOD OF APPLICATION-LABOR SAVING METHODS

E.O. 10501 Not covered. Not prohibited. Can be construed as being covered by terms "conspicuous and appropriate."

CIA

1. SECRET (When Filled In); CONFIDENTIAL (When Filled In). This method is specifically authorized by regulation.
2. (x) SECRET; (✓) CONFIDENTIAL. A check mark placed in front of the appropriate classification effects classification of the form or document. This method is neither prohibited nor authorized by regulation. It is accepted by custom.
3. ~~SECRET~~; ~~CONFIDENTIAL~~. A circle drawn by hand around the classification classifies the form or document. This method is not covered by regulation; it is accepted by custom.

STATE No specific regulation concerning labor saving methods. Use of a stamp bearing the legend "This document is unclassified when separated from classified or controlled attachments" is authorized. Use of other labor saving methods are discouraged; they are not prohibited though.

ARMY Neither authorized not prohibited; usually a matter of local option. These practices are normally discouraged.

NAVY

1. Same as CIA. Also stamps permitting automatic downgrading of transmittal letters after removal of enclosures.
2. Not authorized or mentioned.
3. Not authorized or mentioned. Some use is made of these methods, but not in correspondence.

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METHOD OF APPLICATION-LABOR SAVING METHODS-(Continued)

AIR FORCE

1. Same as CIA
2. Not used.
3. Not used.

COMMENTS OR
INCONSISTENCIES

Agency regulations generally fail to specifically authorize any labor saving methods. Agencies state that although such methods are not authorized, neither are they prohibited. In the past though, Army has held that check box classifications are unacceptable.

METHOD OF APPLICATION - OTHER

No comments from any source.

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